



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2013-08

June 24, 2013

Open To: All interested Candidates
Position: Financial Specialist FSN-10
Opening Date: Immediate
Closing Date: July 5, 2013 at 17:00
Work Hours: Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of **Financial Specialist** in the Financial Management Office.

BASIC FUNCTION OF POSITION

The incumbent performs or supervises the performance of financial management functions such as budgeting, financial planning, allotment accounting, voucher examining, cashiering, and payroll, and providing financial management advisory services to the Financial Management Officer and to serviced agencies at post.

MAJOR DUTIES AND RESPONSIBILITIES

<u>Budgeting</u>	40% OF TIME
<u>Accounting</u>	20% OF TIME
<u>Advising</u>	20% OF TIME
<u>Certifying</u>	10% OF TIME
<u>Other duties as assigned by supervisor</u>	10% OF TIME

- The Financial Specialist implements, coordinates and manages an integrated system of financial services, which includes the specialized functions of budgeting, allotment accounting, voucher examining, and cashiering.
- The incumbent serves as overall technical advisor and assistant to the Financial Management Officer. Advisory services to management relate to all financial aspects of the programs, operations, and activities of the organization and agencies served, including assessments of current financial status, predictions of future needs and capability, and development and recommendations of alternatives and solutions to financial needs and problems.
- The incumbent is responsible for the following functions relative to the embassy:
 - Budget formulation – including development of detailed justification;

- Financial planning and reporting – recommending allocation of funding down the object/subject class level as the result of the budget formulation process;
- Allotment accounting – reviewing, classifying, and positing obligations; reconciling records; liquidating and adjusting obligations;
- Voucher examining – reviewing vouchers for legality of transactions and after certification transmits information;
- Providing management advisory services to heads of associated agencies including the formulation of agency budgets.
- Providing direct supervision to a workforce of 6 subordinates concerned with performing all functions of the Financial Management Office, but should still be responsible for the most difficult work of the office (budget formulation and planning);
- Provides advice on financial matters such as:
 - The need for more detailed budgetary justification on major program issues (frequently developing such justifications);
 - Apparent deviations from financial plans as evidenced by cuff records maintains and/or financial reports, the implications of such deviations, and the need to take remedial action(s);
 - Changes in exchange rates or any other economic factors and their effect on the price of goods and service and therefore funding, differing spending tempo among fiscal quarters, etc. and reports on findings.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education** - Completion of university level education training resulting in earning of a baccalaureate degree or the local academic equivalent in accounting or finance.
- b. **Prior Work Experience** - At least five years performing work described above and one year of supervisory experience required.
- c. **Post Entry Training** – Workshops and accounting, budgeting techniques, ICASS, FMO courses.
- d. **Language Proficiency** – Level III ability in English and French required.
- e. **Knowledge** - The work requires a thorough knowledge of 4 FAM, and the financial aspects of 3 FAM, 6 FAM, and the Standardized Regulations; thorough knowledge of the functions and organization structures of the post's served agencies, and particularly, the rules and regulations pertinent to their financial operations.
- f. **Skills and Abilities** - Must be able to understand financial management implications of changes of priorities to funding levels brought about by reductions in allotments due to cuts, variations in exchange rates, increased costs of material/labor, etc., and recommend adjustments to financial plans and advise management official of programs implications.

POSITION ELEMENTS

- a. **Supervision Received** - General supervision is received from the Financial Management Officer.
- b. **Available Guidelines** - 4 FAM, Financial sections of 3 FAM, 6 FAM, Standardized Regulations.

- c. **Exercise of Judgment** – Must exercise the highest level of judgment and adherence to US government regulations. Must be willing to research financial issues, make difficult judgment calls based on the best interests of the US Government, and address any deficiencies within the section.
- d. **Supervision Exercised** - The position is the senior locally employed staff (LES) position in the Financial Management Office and has line authority over all other LES employees in the Financial Management Office.
- e. **Authority to Make Commitments** – As an alternate certifying officer, this position has the authority to commit government funds up to \$10,000 after successfully completing the appropriate or requisite training.
- f. **Nature, Level and Purpose of Contacts** - High level contacts within the Embassy to include the Executive Office, as well as agency and section heads.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position** - 1 Year.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- 4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

- 1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information as an DS-174; **plus**
- 2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- 3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats Unis
B.P 1720 Bujumbura
Position Title:
or
Email: BujumburaHR@state.gov

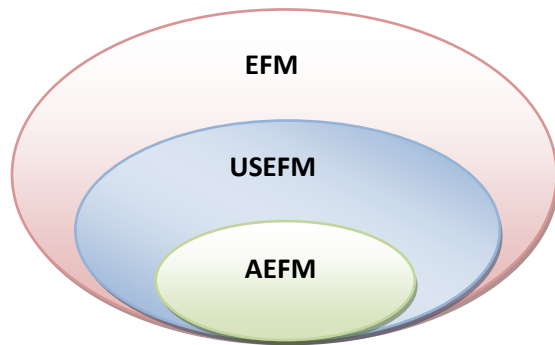
POINT OF CONTACT

Telephone: +257. 22.20.70.24

CLOSING DATE FOR THIS POSITION: July 5, 2013 at 17:00

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Is Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring

- employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- **Does not receive a Foreign Service or Civil Service annuity**

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Approved: MO IHicks Jr.
Drafted: HRA AJaffer
Cleared: HRO/FMO HEagleton